

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
487**

**MAINTENANCE REQUESTS
(TEMPORARY)**

Supersedes: AR 487 (05/02/91)
Effective Date: 06/07/10

AUTHORITY

NRS 209.131

RESPONSIBILITY

All Maintenance work, construction, remodeling, repairs and replacement performed by maintenance personnel; either free personnel or assigned inmate personnel will be accomplished only with an approved work order. A work order may be initiated by any staff member, but is not valid unless it has the approval and signature of the Warden (or highest supervisor of the facility) or designee.

The Maintenance Supervisor of the institution will assign priorities to work orders received and will delegate the work to the qualified craftsman by order of priority. Any requests for changes in priority must be discussed with the Maintenance Supervisor and mutually agreed between the Maintenance Supervisor and the person making the request. In the event that an agreement to revise priority cannot be consummated, the Warden or highest authority of the institution/facility will make the final decision.

Work of an emergency nature that may affect the security, health, safety or cost savings may be completed and a work order prepared after completion.

487.01 PROCEDURE

1. Work Orders received by the maintenance division will be screened by the maintenance supervisor to make sure that they are explicit and contain the proper authorized signature. When the Maintenance Supervisor is satisfied that the work order contains all necessary information and approvals, he will enter the work order in the work order register, assign it a work order number and sign the work order. This makes the work order a complete document that he can assign a priority to and assign the work to a craftsman.
2. It is the Maintenance Supervisor's responsibility to assign all work orders a priority, under the direction of the Warden/designee.

3. If a work order is assigned a high priority and the Warden/designee wishes to replace it with a higher priority job, the Warden/designee will change the priority on the first work order and initial the change. The Warden/designee will then assign the highest priority to the new work order and it will then become the first work order to be completed.

4. When parts, materials, or outside service are necessary to complete a work order, the craftsmen will give the Maintenance Supervisor a complete list of items needed (including quantities, sizes, color, part numbers, descriptions, etc.). The Maintenance Supervisor will prepare a stores requisition and after securing the proper signatures will submit the stores requisition to the Warehouse to order or will request a purchase order to allow maintenance to purchase. No purchases will be made without a purchase order number.

5. The stores requisition will contain the work order number that the item(s) are to be used for. Upon receipt of the item(s), the actual purchase price will be written on the work order so the cost can be transferred to the Building and Equipment Cost Report (DOC-1528).

6. The craftsman will receive the second copy of the work order as a working copy. Upon completion of the work, the craftsman will enter the amount of inmate and craftsman time, and parts/materials costs and sign it as complete and return it to the Maintenance Supervisor.

7. Preventive Maintenance. The Maintenance Supervisor is responsible for setting up a regular scheduled Preventive Maintenance program.

8. Warehouse Stock. Maintenance Divisions are authorized to order small quantities of common use items for warehouse stock. Items stocked in a maintenance warehouse must be accounted for on stock record cards and charged out to a work order when drawn from stock. Items will not be issued from warehouse stock without a copy of an authorized work order.

9. After Hours Repairs:

A. The Maintenance Supervisor will prepare a roster for the Maintenance Division after hours and weekend call for emergency repairs only. Emergency repairs that warrant after hours calls are repairs that affect the security, safety or health of the staff and inmates. If a breakdown occurs and it can wait until the next work day or can be repaired by inmate maintenance, maintenance personnel on call will not be called in. It is the responsibility of the Shift Supervisor to determine if maintenance personnel should be called in on off duty hours.

B. On the following work day, the maintenance personnel called in will report the call to the Maintenance Supervisor. The Maintenance Supervisor will prepare a work order and charge any parts, materials and time to the job.

10. Work Orders to Other Shops:

A. If an institution has vocational education or Prison Industry shops, the Maintenance Division may work order certain projects into the shops, such as welding, auto shop, auto body and paint,

upholstery, etc. Work assigned to vocational education or prison industry shops will be assigned and accompanied by a work order. The work order will be handled by the vocational shop or Prison Industry shop in the same manner as all work orders.

B. Institution emergency work orders issued to a vocational shop or Prison Industry shop have priority over all other work assigned to the shops.

C. Parts or materials needed to complete work in vocational shops or Prison Industry shops will be ordered through the Maintenance Supervisor on a stores requisition.

11. Personal work in maintenance shops is not authorized.

12. Maintenance work at Conservation Camps, Restitution and Transitional Housing Centers.

A. Maintenance work in Conservation Camps, Restitution or Transitional Housing Centers, where possible, will be done by the maintenance staff that is assigned to support the facility. The only exception will be minor maintenance which includes replacing light bulbs, light switches, electrical outlets, faucet washers and other minor work. If there is a question whether staff or inmates are allowed to perform a particular maintenance job, the Warden should be contacted for a determination.


B. All other maintenance, repairs, remodeling, etc., will be done by the maintenance staff that supports the facility. The work will be performed on a work order basis only. Camps, Restitution and Transitional Housing Centers will submit a work order and the maintenance supervisor will assign it a priority and schedule the work to be done.

C. Emergency work at Camps and Restitution Centers can be expedited by telephoning the Chief of Plant Operations. The Chief of Plant Operations or designee will determine if someone should be sent to the facility to make repairs or, with the approval of the Warden, authorize the facility to hire someone to do the work on a purchase order within the limits of the State Administrative Manual or authorized Camp or Restitution Center personnel to do the work.

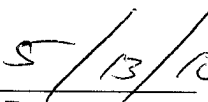
D. The Camp/Center Manager is responsible to see that unauthorized repairs, remodels, additions to electric circuits, additions to plumbing or other maintenance work is not being done by the inmate residents. If unauthorized work has been done, the inmate or inmates responsible can be held liable for the cost of restoration.

APPLICABILITY

1. This AR requires an Operational Procedure for each institution, facility, and each Division.
2. This regulation does not require an audit.



Howard Skolnik, Director



Date